



Job Opportunity

State Controller's Office

Position: Staff Services Manager I (Supervisory)

Statewide

Location: Administration and Disbursements Division
300 Capitol Mall, Suite 1508, Sacramento, CA 95814

Issue Date: January 6, 2004

Final Filing Date: Until Filled

Contact/Telephone:

Lilian Y. Lee, (916) 324-9743

Who May Apply: Individuals who are currently in this classification, eligible for lateral transfer or promotion, or reachable on a certification list. SROA/Surplus candidates are encouraged to apply. All appointments are subject to the State Hiring Freeze.

California Relay Service: 1-800-735-2929

Position Number(s): 051-120-4800-006

Please call (916)323-3055 to request reasonable accommodations

Scope of the Position:

With general direction provided by a Staff Services Manager II, the Staff Services Manager I is responsible for overseeing Special Projects, Training, and Records Management. Also, provides Wellness Programs, Controller's Office Intra Net (COIN) development for the Administration and Disbursements Division, and SCO Learning Center.

Duties and Responsibilities:

Candidates must perform the following essential functions with or without reasonable accommodations

- Oversees a variety of special projects from the Executive staff including graphic designs, developing, publishing, and reports.
- Oversees in-house training services for all SCO staff, and provides information on external training through other agencies. Research, develop and maintain training resources to all division offices, including training videos, books and information from various training organizations. Responsible for development of the annual Training Plan, and monitors the SCO training budgets.
- Responsible for the content control for the main page of COIN. Includes soliciting contributions from various divisions, establishing guidelines for appropriate content, and getting management approval for content.
- Maintains the SCO Training Intranet site, including updating the calendar of training classes, wellness information, and links to other training and education-related sites.
- Oversees the assignment of incoming employee suggestions to the appropriate divisions, and tracking of responses. Provides reports to the key Executive Staff and Division Chiefs.



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.



- Oversees the resources on efficient and economical methods to utilize, maintain, preserve and dispose of state records. Develop and maintain a cost effective Records Management System for the department.
- Provides on-going employee development through training, monitoring and evaluating work performance, preparing probationary reports, counseling, and conducting yearly performance evaluations.
- Provides health promotion information, resources, and direction to state agencies to help develop programs that promote healthy lifestyles for their employees, as well as their families. Oversees Health Fair events, lunchtime “brown bag” programs and activities conducted at SCO worksites. Provides resources and links to health information on the SCO’s internal Website.
- Responsible to provides SCO employees access to current and relevant publications in various professional development and educational areas, oversees library needs and purchases as well as the open house.

Desirable Qualifications

- Strong leadership, team-building, and organizational skills;
- Knowledge and experience in publication, training, and records management;
- Ability to think clearly, act quickly and use good judgement;
- Excellent analytical and communication skills;
- Proficiency with Excel, Microsoft Word, PowerPoint, and Access;
- Ability to work a flexible schedule;
- Ability to meet demanding workload involving multiple projects with critical deadlines;
- Ability to keep management informed of project status.
- Ability to gain and maintain cooperative working relationships at all levels.

Applications will be screened and only the most qualified will be interviewed

How to Apply:

All hires will be subject to a background check.

Please submit a STD. 678 State Application and Résumé to:

State Controller's Office

Administration and Disbursements Division
300 Capitol Mall, Suite 634
Sacramento, CA 95814

Attn: Lilian Y. Lee